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Chief, [REDACTED] DD/P

9-11-1980

Chief, Planning Staff, OL

Functions and Position Descriptions, Logistics Element,  
Contingency Task Force

1. Attached for your information and guidance are the anticipated functions of the logistics element of a contingency task force (Annex A), and the individual position descriptions for logistics personnel (Annex B).

2. Annex A, Functions, is our attempt to foresee the possible actions likely to fall to the lot of the logistics element of a contingency task force. Applicability and scope of these functions would, of course, depend on the place, time, and nature of the operation. We took the additional time required to develop these functions as a coordinated effort within the Office of Logistics so as to establish a firm base upon which we predicate the qualifications and position descriptions for personnel making up the logistics element.

3. Appendixes 1 and 2 to Annex A are the contingency force organization charts assumed as an aid in defining anticipated functions. For obvious reasons, we did not try to fix the exact number of persons in the logistics element. We feel that the operational concept at its inception will dictate the number of people needed. However, to fill in unforeseen gaps in initial planning and meet additional personnel requirements which develop during the course of operations, we included "support teams" in our assumed organization. These teams would be variegated pools of support skills, processed, alerted, and prepared to augment support elements as required.

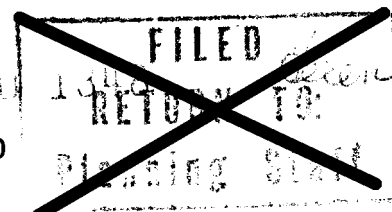
4. Annex B consists of descriptions of the key positions which would have to be filled in the logistics element of any task force. These position descriptions have been aligned conceptually and organizationally with those of the [REDACTED]

5. Based on these anticipated functions, the position descriptions, and our understanding of the concept of a contingency force operation, we are developing a training program for contingency force logistics personnel. It is our belief that the logistics training program should be closely coordinated with operational training.

BOX NO. FLD NO. DOC. NO. / NO. CHANGE  
IN CLASS/ DECLASS. CLASS CHANGED TO: 3030 RET. INST. 22  
NEXT REV DATE / Q REV DATE: 11/1/81 / 11/1/81  
NO. PGS / 8 CREATION DATE: 11/1/81 / 11/1/81  
REV COORD. AUTH: HR 703

*Handwritten notes and signatures:*  
JW  
N/A  
Carm  
9/1/81  
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6. It was our intention to have the position descriptions to you at an earlier date, but we felt that the development of functions and a concept of the role of logistics was a necessary prerequisite. I hope the delay has caused you no inconvenience.

Enclosures: (2)

Annex A with Appendixes 1 & 2  
Annex B

Distribution:

Orig. & 1 - Addressee w/encls.

1 - Commander Designate (Cont. Task Force)  
(Log. Element)

1 - OL/PS (Official)

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OL/PS/E-NE-WH/ [REDACTED] ss/8118 (8 Mar 60)

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